



City of San Diego
Development Services
1222 First Ave., MS-301
San Diego, CA 92101
(619) 446-5000

THE CITY OF SAN DIEGO

Application for Project Fee Refund

Applicant's copy of Paid Invoice showing the applicant listed as the party who paid the invoice must be submitted with this refund request. If the applicant is not the person listed on the paid invoice, then the applicant **MUST get a letter of authorization from the person listed as the refundable party on the invoice, authorizing refund to be released to the applicant. The refund request will not be accepted without a copy of the paid invoice and/or letter of authorization.**

Please print legibly or type.

Date: _____ Project No: _____

Project Address: _____

To City Auditor and Comptroller: The undersigned hereby requests refund of
\$ _____ Paid on: _____

Approval Number: _____

Requesting refund for the following reason:

Make Check Payable to: _____

Mailing Street Address: _____

City _____ State _____ Zip: _____

Applicant's Telephone Number: _____ Applicant's Email Address: _____

I hereby certify that no work authorized by the permit has been performed, nor inspections provided. If any inspections have been performed no refund will be authorized.

Applicant's Signature: _____ Date: _____

FOR CITY USE ONLY

I hereby certify that the stated amount requested above may be refunded. Payee has received no consideration under the permit issued and such refund, subject to lawful limitation, may properly be made under provisions of Ordinance O-19184, adopted June 3, 2003.

Staff Name: _____ Staff Title: _____ Date: _____

☐ Approved \$ _____ ☐ Denied

Comments: _____

Signed: _____ Title: Deputy Director Date: _____

Refund Policy: The Building Official may authorize not more than 80% of the permit fees when no work has been done under the permit issued in accordance with the California Building Code. The Building Official can only refund 80% of plan review fees if no review is done. There is a refund processing fee of \$30 for Mechanical, Plumbing/Gas, and Electrical Permits and a \$75 processing fee for all other types of approvals. If the refund is due to staff error, no processing fee will be charged.